

Comstock Community Center
1046 River Street
Kalamazoo, MI 49048

Position Type: Part-time
Rate: \$8:15

Tutor Coordinator (2PT)

SUMMARY: Provide direct leadership, supervision and instruction to youth in the Tutor Program. Work as a team with the other staff members and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- + Recruits, trains and schedule tutor volunteers
- + Prepare classrooms with resources for the volunteers/students (folders, pencils, dry erase board, clean floors and tables)
- + Researches, selects, and prepares educational materials for students
- + Assist students on homework.
- + Communicate with CLC Director of Education as required.
- + Complete administrative tasks i.e. parent communication, track attendance, record information; work with the school personnel to get AR Levels of students, communicator articles, etc.
- + Ensure safety of children
- + Attend volunteer fairs as required
- + Meet with school administrators
- + Train Volunteers
- + Other related duties as assigned

QUALIFICATIONS:

- + Possess strong leadership, communication, and self-management skills.
- + Good human relations skills
- + Good organizational skills and communication skills.
- + Strong time management skills
- + Required to obtain CPR/First Aid Certification
- + Blood Borne Pathogens obtained prior to working with children

This position is part-time up to 15 hours per week. Schedule will be Tues and Thursday afternoon hours.

If you are interested in this position, please submit your cover and resume to Human Resources via email at hr@comstockcc.com or fax to 269-492-0909.